- ❖ Gallery WiFi
  - ➢ CBCI-F7CO
  - ➢ Berry7437direct

- ❖ Zettle login (for processing)
  - ➢ quincyartma@yahoo.com
  - ➢ QAAimagine!

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1. Turn on tablet, click Zettle
2. Turn on Card reader
3. Top left dropdown, enter price of piece with number pad
4. Description: Name of piece - Artist Name
5. Tap tax > tax exempt (we do not charge tax)
6. Tap arrow to go back
7. At bottom, tap purple "Card" button
8. Customer can tap or insert their card to the reader
9. Ask customer if they'd like email or text receipt > enter their email or phone #
10. To cancel a transaction > click red trash barrel icon
11. **ALWAYS WRITE UP A PAPER RECEIPT LIKE THE EXAMPLE ON NEXT PAGE**
12. **Check item as "Sold" on the artist list (see tab in binder) - except jewelry**